



GOVERNOR'S EXECUTIVE ORDER N-29-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 17, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and recently extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Culture and Arts Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at twallace@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Culture and Arts Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Culture and Arts Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Tim Wallace, Community Services Superintendent, 48 hours prior to the meeting at (650) 616-7084 or by email at twallace@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**CULTURE AND ARTS COMMISSION
MEETING AGENDA
Thursday, November 18, 2021 • 6:30 p.m.**

WELCOME TO OUR COMMISSION MEETING

Zoom Meeting Details:

Please click this URL to join.

<https://sanbruno-ca-gov.zoom.us/j/86878554435>

**Password:
805998**

**Or join by phone:
US: +1 669 900 9128
Meeting ID: 868 7855 4435**

1. **CALL TO ORDER/ROLL CALL:** Chair Melissa Rohlfs, Vice Chair Pamela Madden, Pamela Gamble, Jeanne George, Janet Monaghan, Melodie Tobin.
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF THE MINUTES:** October 21, 2021
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. **UNFINISHED BUSINESS:**
8. **NEW BUSINESS:**
 - a. Approve Recommendation to City Council to Fund an Appropriation from the City Art Fund an Amount not to Exceed \$2,600 to Sponsor a Community Services Department Chinese New Year Event
 - b. Approve Draft 2022 Commission Working Calendar
9. **ITEMS FROM COMMISSION MEMBERS:**
10. **ITEMS FROM STAFF:**
11. **ADJOURNMENT**

The next Regular Culture and Arts Commission Meeting will be held on Thursday, January 20, 2022 at 6:30 p.m.

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

**Culture and Arts Commission
October 21, 2021**

1. **CALL TO ORDER/ROLL CALL:** Vice Chair **Madden** called the meeting of the Culture and Arts Commission to order at 6:33 p.m. Commissioners Present: Vice Chair Pamela Madden, Pamela Gamble, Jeanne George, Janet Monaghan, and Melodie Tobin. Absences: Rohlfs Staff Present: Mottola and Wallace.
2. **PLEDGE OF ALLEGIANCE:** Commissioner **George** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** Vice Chair Madden requested that item 8a be moved ahead of item 7a. No objections.
4. **ACCEPTANCE OF MINUTES:** Minutes from September 16, 2021. **MSC Tobin/Gamble.** Accepted 5-0.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:**
 - a. Review Draft 2020/2021 Annual Report to City Council – **Superintendent Wallace** stated that the presentation will be on Tuesday, October 26th. Commissioner Tobin will be the presenter.
8. **NEW BUSINESS:**
 - a. Receive Presentation on the Peninsula Art Museum from Museum Co-Executive Director Megan Kamrath – The Museum is located at Tanforan Mall on the second level by the food court, section 204. They are 100% volunteer run. Their mission statement is to engage and inspire the local community with art shows, education, and programs. Please spread the word that they are actively looking for volunteers and would appreciate to hear about any funding opportunities available. **Superintendent Wallace** asked her to drop off some fliers at the Library so they could be distributed. **Commissioner Gamble** suggested reaching out to the high school for students that need volunteer hours. **Commissioner Monaghan** suggested looking for volunteers at the Senior Center.
 - b. Accept Staff Recommendation to Cancel December 16, 2021 Commission Meeting – **Superintendent Wallace** stated that it is tradition that the December meeting is cancelled. **MSC Gamble/Monaghan.** Passed 5-0.

9. **ITEMS FROM COMMISSION MEMBERS:**

Commissioner George asked about the windows on San Mateo Avenue that are going to be painted for the holidays and asked what the commitment to it would be. **Superintendent Wallace** stated that the Recreation Division is working on this. He stated the only formal role for the sub-committee will be to judge the windows.

Commissioner Tobin stated she was excited about Jinxed Joyride.

10. **ITEMS FROM STAFF:**

11. **ADJOURNMENT:** With no other business to be conducted, **Vice Chair Madden** adjourned the meeting at 7:24 p.m.

DRAFT



DATE: November 18, 2021

TO: Culture and Arts Commission

FROM: Tim Wallace, Community Services Superintendent

SUBJECT: Recommendation to City Council Fund an Appropriation from the City Art Fund an Amount not to Exceed \$2,600 to Sponsor a Community Services Department Chinese New Year Event

BACKGROUND:

Chinese New Year is a festival that celebrates the beginning of a new year on the traditional lunisolar Chinese calendar. It is also sometimes referred to as Lunar New Year because the dates of celebration follow the phases of the moon. Chinese New Year is celebrated around the world, including the United States, and will begin on February 1, 2022.

Chinese New Year begins with the new moon that occurs sometime between January 21 and February 20. Festivities last until the following full moon. Each year is traditionally assigned one of twelve animals that repeat in a sequence. The animal assigned to 2022 lunar year is the Tiger.

Staff has held a Chinese New Year program for many years in the children's room at the Library. The event has included a bilingual Mandarin-English storytime and participants also make a traditional craft that corresponds to the animal that corresponds to the new year. It has been a well-attended activity, with typical attendance being around 50 people.

DISCUSSION:

This year Staff proposes to move the Chinese New Year program to the Senior Center. This is in part due to the fact that the Senior Center offers more space for social distancing and a superior ventilation system.

In addition to the components of the program mentioned above, Staff is proposing to include a dragon dance and traditional Chinese New Year music during the event. This will lend additional flavor and authenticity to the event.

RECOMMENDATION:

Staff recommends that the Commission recommend to the City Council a funding appropriation from the City Art Fund an amount not to exceed \$2,600 to Sponsor a Community Services Chinese New Year event.

These funds will be used to hire the dragon dancers and musicians, as well as purchase necessary supplies such as refreshments and decorations.

FISCAL IMPACT:

Up to \$2,600.

ATTACHMENTS:

None



DATE: November 18, 2021
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Approve 2022 Commission Working Calendar

BACKGROUND:

The Commission has traditionally created a working calendar for the upcoming year. This is done to not only ensure that events and projects stayed on track, but also to let all Commissioners and Staff know what the Commission is producing.

The Commission has not produced a working calendar over the past two years. This was because the COVID-19 pandemic severely altered the Commission's ability to program events.

DISCUSSION:

Now that in-person programming is becoming more normalized, Staff has developed a draft working calendar for the Commission to approve. While Staff certainly intends to hold to the calendar, there exists the possibility that COVID restrictions or concerns may cause event modifications or even cancellations.

RECOMMENDATION:

Staff recommends that the Commission approve the Draft 2022 Working Calendar.

FISCAL IMPACT:

None

ATTACHMENTS:

Draft 2022 Working Calendar



Draft Culture and Arts Commission 2022 Working Calendar

January

- Commission
 - Elect Officers
 - Approve Meeting Schedule
- Staff
 - Develop Options for Children's Art Project for Community Day in the Park

February

- Commission
 - Select Children's Art for Community Day in the Park
 - Local Arts Organization to Present at Commission Meeting
- Staff
 - Community Art Gallery Call for Artists Released (2022-23)
 - Take Down Works from Community Art Gallery Artist #2 (2021-22)
 - Produce Chinese New Year Program
 - Reserve Date for Shakespeare-in-the-Park

March

- Commission
 - Discuss Possible Changes to Movies-in-the-Park
 - Approve Funding for Juneteenth Program
- Staff
 - Artist Deadline for Community Art Gallery Entries (2022-23)
 - Hang Artist #3 Works for Community Art Gallery (2021-22)

April

- Commission
 - Review & Select Artists for Community Art Gallery
- Staff
 - Contact Winning Artists & Organize Schedule for Community Art Gallery
 - Receive List of Potential Movies for Movies in the Park from Film Company

May

- Commission
 - Select Movies for Public Voting for Movies in the Park
 - Promote Voting for Movies in the Park
- Staff
 - Promote Voting for Movies in the Park

June

- Commission
- Staff
 - Conduct Children's Art Project for Community Day
 - Produce Juneteenth Program
 - Take Down Artist #3 Works for Community Art Gallery (2021-22)
 - Close Voting and Tally Votes for Movies in the Park

July

- Commission
 - Voting Results & Selection of Movies for Movies in the Park
- Staff
 - Hang Artist #1 Works for Community Art Gallery (2022-23)

August

- Note: The August Meeting is Often Cancelled

September

- Commission
 - Determine Items to Include in Annual Report to City Council
 - Select Spokesperson for Annual Report to City Council
- Staff
 - Conduct Movie in the Park Each Friday of the Month

October

- Commission
 - Review Annual Report to City Council
 - Selected Commissioner Presents Annual Report to Council
- Staff
 - Create Annual Report PowerPoint
 - Produce Día de los Muertos Event
 - Oversee Shakespeare in the Park Performance
 - Take Down Artist #1 Works for Community Art Gallery (2022-23)

November

- Commission
 - Approve Working Calendar for 2023
- Staff
 - Book Shakespeare-in-the-Park for 2023
 - Hang Artist #2 Works for Community Art Gallery (2022-23)

December

- Note: The December Meeting has Traditionally Been Cancelled